Montana Office of Public Instruction
21st Century Community Learning Centers (21st CCLC)
Final 2017-2018 Reporting Timeline

Below is a timeline for completing the 2017-2018 program year's reporting elements.

Due Date	Reporting Task	Instructions
6/1/2017-5/31/2018	**Register All Students**	Registration forms need to be updated annually. Use the example Student Registration form (optional).
6/1/2017-8/31/2017	**Enter each Center's Summer Term data into appropriate Workbooks (Activities, Attendance, Staffing)**	1. **Activities and Staffing** will be sent to each Center through **Google Sheets (via an online link)**. You will receive detailed directions on how to access (including signing up for access if necessary) and how to enter data in late June. These have been updated for the 2017-18 reporting year. NOTE: You will no longer have to submit these separately as they will be housed in the Google Cloud and shared with OPI. 2. **Attendance workbooks (Excel file)** will be sent to each Grantee. Grantee Directors must send workbooks to each of their Center Coordinators to complete, or enter the data for all centers themselves. Enter student information based on their status in the upcoming school year (2017-2018 School Year); for example, you should enter grade level in 2017-18 school year. Completed workbooks must be sent to the OPI (per due dates) through the ePass system in order to protect student confidentiality. Each Center must use only ONE Attendance workbook for the entire 2017-2018 program year (do not track summer and school year attendance separately). **NOTE:** The Activities & Staffing Google Workbook and the Attendance Excel Workbook must include all data from the three program year's terms (2017 Summer, 2017 Fall, 2018 Spring).
9/1/2017	**Data Reporting and Evaluation Notification to School Administration and Educators**	Each Center must notify the school concerning the types of data they will be requesting throughout the year and the reasons why they need the data. Please see the Superintendent/Principal Agreement Form.
9/8/2017	**2017 Summer Term Program Data Reports Due (Activities, Attendance, Staffing)**	Review all data entered for accuracy. Review the appropriate Term's reports and make corrections as necessary. Submit Attendance Workbook through the ePass system.
9/15/2017	**Program Self Assessment**	The 21st CCLC Program Self Assessment will be completed online. A link will be provided August 1st along with detailed instructions. The self-assessment has been updated for the 2017-18 reporting year; for example, it now includes ESSA aligned best practice activities and requirements.
9/1/2017-12/31/2017	**Enter each Center's Fall Term data into appropriate Workbooks (Activities, Attendance, Staffing)**	1. UPDATE the 2017 -2018 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2017 Fall Term data. 2. UPDATE the 2017-2018 ATTENDANCE workbook with the 2017 Fall Term data.
10/1/2017- 12/1/2017	**Local Evaluation Subcontract for 2016-17 Grant Year Reporting**	Local evaluator for the 2016-17 Evaluation must be identified. If you are subcontracting with the State evaluator (JEM & R), a subcontract must be completed by 12/1/2017. An online link will be provided on ~10/1/2017 if you are interested in subcontracting with JEM & R.
1/12/2018	**2017 Fall Term Program Data Reports Due (Activities, Attendance, Staffing)**	Review all data entered for accuracy. Review the appropriate Term's reports and make corrections as necessary. Submit Attendance Workbook through the ePass system.
1/1/2018-5/31/2018	**Enter each Center's Spring Term data into appropriate Workbooks (Activities, Attendance, Staffing)**	1. UPDATE the 2017 -2018 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2018 Spring Term data. 2. UPDATE the 2017-2018 ATTENDANCE workbook with the 2018 Spring Term data.
2/5/2018	**E-Grants Competitive Application Opens**	Tentative. Watch for email from Mary Ellen Earnhardt for opening date.
3/1/2018	**Grantee's 2016-17 Local Evaluation Report released** (optional)	Tentative. If you have subcontracted with JEM & R, they will send out Final Drafts of the Local Evaluation Report to Grantees. Similar to the 2015-16 Report, grantees will be asked to complete narrative and any additional local data *if needed*.
3/30/2018	**2016-17 Local Evaluation Reports due to State Evaluator/OPI**	Email completed reports (in Word) to State Evaluator, Miriam Resendez at miriam@jemrllc.com.
4/13/2018	**E-Grants Competitive Application Closes**	Due by 11:59 PM (midnight).
4/30/2018	**2016-2017 State Evaluation Report**	Evaluator (JEM&R) will send 2016-2017 State Evaluation Report to the OPI.
3/15/2018-4/30/2018	**Teacher and Student Survey Administration Window**	Survey Administration Guide will be sent to programs by the State Evaluator in February.
5/1/2018-6/1/2018	**Parent, School Administrator, and Program Administration & Staff Survey Administration Window**	Survey Administration Guide will be sent to programs by the State Evaluator in February.
6/15/2018	**2018 Spring Term Data Reports Due (Activities Attendance, Staffing)**	**NOTE:** Review all data entered for accuracy. Review the appropriate Term's reports and make corrections as necessary. Submit Attendance Workbook through the ePass system.